



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON
UNITED STATES PROBATION/PRETRIAL SERVICES OFFICE**

VACANCY ANNOUNCEMENT

Job Code: WAEP 2015-03

OPENING DATE: March 3, 2015

CLOSING DATE: March 20, 2015

POSITION:	SUPERVISORY UNITED STATES PROBATION OFFICER
LOCATION:	Spokane, WA
SALARY RANGE:	\$66,755 - \$128,223 (CL 29/01 - CL 30/61)
	Salary is dependent on experience and qualifications.

The U.S. Probation/Pretrial Services Office for the Eastern District of Washington is accepting applications for position of Supervisory United States Probation Officer (SUSPO). The incumbent selected for this SUSPO position will provide front-line supervision and direction for employees that work in the Spokane court services unit, as well as participate in the development and implementation of units and office-wide policies and procedures.

A SUSPO performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The incumbent leads by example and demonstrates mature judgment, technical excellence, policy execution, staff development, and maintains a service-based viewpoint. The incumbent shall be knowledgeable in the full range of operations, and services to the Court and public. The duties of this position may include retaining line officer responsibilities along with supervisory duties. This position requires integrity, initiative, teamwork, creativity, flexibility, dedication and loyalty to the district's mission. The SUSPO serves as a member of the management team, and must be committed to lifetime learning and performing as a self-starter as he/she acquires the knowledge, skills, and abilities to fulfill this position.

REPRESENTATIVE DUTIES (which include, but are not limited to):

- ▶ Maintains an expert knowledge of federal statutes, sentencing guidelines, and relevant case law;
- ▶ Provides leadership and structure for the assigned unit, communicating and implementing relevant policies and procedures necessary under administrative and statutory requirements to ensure the quality of services meets the Court's and agency standards.
- ▶ Assigns and monitors investigations, supervision, and other case work assigned to officers in the unit;
- ▶ Reviews and evaluates all work in the unit including pretrial/presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines;
- ▶ Confers regularly with officers and specialists providing direction and assistance improving investigative, research, writing, and oral skills;
- ▶ Assists officers in the application of federal sentencing guidelines and sentencing law, as well as the principles of evidence-based practices;
- ▶ Provides leadership in the development and utilization of community resources, and the application of professionally-sound case management principles;
- ▶ Assists officers in objective investigative evaluation and decision making for detention and sentencing recommendations to the Court;
- ▶ Assures continuing staff development by planning and implementing orientation and in-service training, holds individual staff conferences, mentors and monitors staff and develops increasing levels of responsibility in assignments;
- ▶ Conducts meaningful and consistent staff meetings;
- ▶ Assumes the responsibility for case handling in the absence of an officer;
- ▶ Evaluates the performance and professional development of officers in the unit on a systematic and regular basis;

- ▶ Maintains equity among subordinates in terms of performance standards and work performed;
- ▶ Provides a link between line staff and the management team, assuring implementation of administrative direction while concurrently providing information to the Chief U.S. Probation Officer for future administrative action;
- ▶ Effectively identifies performance and/or operational strengths and weaknesses, and develops appropriate solutions for identified weaknesses.
- ▶ Participates in the development and/or revision of policies, procedures, and programs, initiates new ideas and recommends course of action for implementation, with goal to increase the effectiveness of the office;
- ▶ Remains current on relevant research, case law, guidelines, techniques and skills, focusing on the outcome;
- ▶ Supervises field travel, reviews and approves travel vouchers, and audits appropriate travel vouchers to case files and/or investigative work for accuracy;
- ▶ Participates in selection of candidates for vacant positions;
- ▶ Assists with interoffice problems encouraging staff toward resolution, accomplishes disciplinary action when required. Shares with other managers the responsibility of promoting staff morale, encouraging loyalty, interest, and enthusiasm.
- ▶ Maintains a supportive atmosphere and encourages a positive and constructive approach to assure best staff utilization, balanced workload and utilization of available resources;
- ▶ Develops cooperative relationships with law enforcement, community service agencies, the U.S. Attorney's Office, court chambers, etc;
- ▶ Maintains knowledge of office equipment, databases and software, and encourages example and implementation of innovative techniques for cost effective and time saving productivity;
- ▶ May retain line officer responsibilities along with supervisory duties;
- ▶ Certifies staff's time and attendance as the leave approving authority for the unit;
- ▶ Champions and manages change;
- ▶ Performs related duties as required/assigned by the Chief U.S. Probation Officer.

JOB REQUIREMENTS:

The incumbent must possess a thorough knowledge of the criminal justice system; national and statutory policies, procedures, and administrative practices specific to the supervision of federal defendants/offenders. The incumbent must have the ability to travel as needed to divisional offices, and other destinations for work-related reasons.

To qualify for this position, the applicant must have demonstrated the ability to:

- Utilize evidence based principles and data in making decisions and supervising defendants/offenders;
- Understand federal sentencing guidelines and case law;
- Build and maintain effective work relationships with peers and management;
- Contribute to a positive work environment;
- Communicate effectively verbally and in writing;
- Successfully implement policy and procedural changes;
- Maintain confidentiality and discretion when dealing with sensitive matters;
- Develop and execute short-term and long-term goals;
- Think analytically;
- Use creativity and innovation in problem solving and implementation of solutions;
- Manage time and resources effectively;
- Adapt to and effectively use available technology.

CLASSIFICATION REQUIREMENTS:

- CL-29:** To qualify at the CL 29 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts.
- CL-30:** To qualify at the CL 30 level, the applicant must possess a minimum of three years of specialized experience as a U.S. Probation/Pretrial Services Officer, including at least one year at the CL-29 level.

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, coupled with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the U.S. Probation Office.

BACKGROUND INVESTIGATION, DRUG SCREENING, MEDICAL STANDARDS

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer may at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines.

APPLICATION PROCESS

View this vacancy announcement at www.waed.uscourts.gov

Qualified applicants must submit all requested items. Application packets must be postmarked and/or received by March 20, 2015.

1. Letter of interest addressed to Scott M. Morse, Sr, Chief U.S. Probation Officer, outlining your knowledge, skills and abilities to perform this position. (Please refer to the Job Code vacancy announcement number in your letter of interest.)
2. Last performance evaluation;
3. Complete and submit the *Application for Judicial Branch Federal Employment*, (AO 78, 10/09), available at www.uscourts.gov or www.waed.uscourts.gov. (Not necessary, if within district application)

The most suitable candidates will be invited for interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory direct deposit for net pay. Application documents (addressed to Chief Scott Morse) may be emailed to nancy_wideman@waep.uscourts.gov. If sent by mail, application packet should be marked "**confidential**" and addressed to:

**U.S. Probation Office
Attn: Human Resources
Thomas S. Foley U.S. Courthouse
920 W. Riverside, Room 540
Spokane, WA 99201**